

## TRAINING COMPLETION SUMMARY FORM

The trainer is responsible for maintaining the training program documentation. Each section in the chart below must be initialed and dated by the trainer and the trainee upon completion of the specified task. If any task is not completed, for any reason, this must be explained in the training file and approved by the Section Chief.

Trainee's Name \_\_\_\_\_

Trainer's Name \_\_\_\_\_

Training Start Date \_\_\_\_\_

### SECTION 23 SEM-EDS

23.1 Intro to SEM	Training Questions	Required Readings	Practical Exercises	Oral Quiz
Initials and Date				
23.2 Intro to EDS	Training Questions	Required Readings	Practical Exercises	Comments
Initials and Date				
23.2.5.4 Calibrate instrument	Initials and Date:			
23.2.5.4 Demonstrate QA/QC	Initials and Date:			
23.2.5.4 Demonstrate lab safety	Initials and Date:			
23.2.5.4 Demonstrate equipment maintenance	Initials and Date:			
23.2.5.5 Demonstrate operation techniques	Initials and Date:			

23.3 Instrument Support Prep & Analysis	Training Questions	Required Readings	Practical Exercises	Comments
Initials and Date				